

**EARLY CHILDHOOD COUNSELOR
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- | | | |
|----------|------------------------------|--|
| 5 | Clearly Outstanding: | Performance is consistently far superior to what is normally expected. |
| 4 | Exceeds Expectations: | Performance demonstrates increased proficiency and is consistently above expectations. |
| 3 | Meets Expectations: | Performance meets expectations and presents no significant problems. |
| 2 | Below Expectations: | Performance is consistently below expectations and significant problems exist. |
| 1 | Unsatisfactory: | Performance is consistently unacceptable. |
| 0 | Not Applicable | |

JOB PERFORMANCE STATEMENTS

Guidance Curriculum

- _____ 1. Plan, organize, implement, and deliver structured group lessons according to the district's guidance curriculum including the Del Rio Cares Curriculum, to improve students' interpersonal and intrapersonal effectiveness, personal health and safety, post-secondary planning and readiness, and other developmental needs.

- _____ 2. Teach the school guidance curriculum components through the use of effective instructional strategies and planned structured groups considering diverse student populations and needs for differentiated instruction.

- _____ 3. Work with students, staff, parents or guardians, and the community to identify priorities where students will be served through the guidance curriculum component. Collaborate across curricular areas to integrate guidance lessons into content area curriculum.

- _____ 4. Create a balanced curriculum by using well-planned and intentional developmentally appropriate activities and materials, incorporating guest speakers, and offering engaging delivery techniques, including technology tools.

- _____ 5. Provide staff guidance and model developmentally appropriate activities for children and effective ways to work with and support young children.

COMMENTS: _____

Responsive Services

- _____ 6. Use accepted theories and effective techniques of developmental guidance to respond to problematic or critical incidents to support students and offer services in time of need.
- _____ 7. Use preventive activities to remove barriers that interfere with a student's educational, career, personal, and social development.
- _____ 8. Implement remediation practices to assist students in coping with problem situations or unwise choices. Identify precipitating and antecedent factors, effective and ineffective approaches to dealing with the circumstances, and provide feedback to guide future decisions.
- _____ 9. Use specialized skills to support students in crisis situations requiring immediate response. Maintain a healthy and safe school environment by collaborating with district staff, parents or guardians, and local officials.
- _____ 10. Provide continued support to students in need through individual counseling, small group counseling, consultation, or referral to services outside the school or district.
- _____ 11. Serve as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.

COMMENTS: _____

Individual Planning

- _____ 12. Create school counseling services that are developmental and age appropriate and provide information or literature that highlights related topics to students, teachers, and administrators.
- _____ 13. Conduct standardized developmental, behavioral, and/or social-emotional screens and assessments for individual children as assigned or referred for consultation.
- _____ 14. Assist individual students and their parents or guardians in monitoring their academic, career, personal, and social development as they progress in school.
- _____ 15. Act as a student advocate, leader, collaborator, and systems change agent. Advocate for a school environment that acknowledges and respects diversity and ensures equitable access and placement in classes and programs for minority, disenfranchised, homeless, and other special populations.
- _____ 16. Conduct standardized developmental, behavioral, and/or social-emotional screens and assessments for individual children as assigned or referred for consultation.
- _____ 17. Assist school psychologist with implementing and monitoring child development and behavior plans.

COMMENTS: _____

System Support

- _____ 18. Collect, summarize, and interpret testing data to plan, create interventions, guide Child Study processes, and address specific student needs.
- _____ 19. Conduct an annual program audit to inform accountability, action plans, time management, and systemic change.

- _____ 20. Participate in campus-based school improvement planning and goal setting.
- _____ 21. Participate in the development and implementation of mental health program and policy.
- _____ 22. Clearly articulate and communicate the counseling program's management system and related program action plans to campus and district staff, parents or guardians, and the community.
- _____ 23. Coordinate and facilitate parent or guardian and staff training and consultation to foster student educational, career, personal, and social development.
- _____ 24. Support, coordinate, and provide staff trainings related to social-emotional and mental health issues at least once per quarter.
- _____ 25. Recruit speakers for at least two parent trainings per year.
- _____ 26. Participate in staff development and continuing education opportunities to improve job-related skills and research to identify best practices in implementing a comprehensive school counseling program.
- _____ 27. Organizes school readiness kindergarten transition events.

COMMENTS: _____

Supervisory Responsibilities

- _____ 28. Supervise assigned counseling aide(s) as applicable.

COMMENTS: _____

Other Related Duties

- _____ 29. Compile, maintain, and file all reports, records, and other documents.
- _____ 30. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
- _____ 31. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
- _____ 32. Follow district safety protocols and emergency procedures.
- _____ 33. Comply with all district and campus routines and regulations.
- _____ 34. Maintain positive and professional working relationship with campus and district staff.
- _____ 35. Maintains a positive and professional relationship with students.
- _____ 36. Maintain a positive and effective relationship with supervisors.
- _____ 37. Perform other duties assigned by supervisor.
- _____ 38. Maintain confidentiality of information.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

____ Renewal and/or Extension of Assignment

____ Non-renewal of Assignment

____ Termination of Assignment

____ Non-extension of Assignment

Administrator (Print Name)

Date

Administrator's (Signature)

Date

Employee's Signature

Date